



Department of Parks, Recreation, and Facilities

COMMUNITY SPECIAL EVENT PERMIT APPLICATION

****FOR SPECIAL EVENTS ON CITY-OWNED PROPERTY***

I. POLICY STATEMENT

Community festivals and special events facilitate opportunities to promote tourism, showcase local talent, draw first time visitors, contribute to the economy, and revitalize downtown and surrounding areas. The City of Marietta recognizes this; therefore, the City's purpose is to facilitate within the community the accessibility to promote, coordinate, and/or participate in community festivals or special events.

Community Special Events are permitted to non-profit organizations only. Permission will not be given to businesses, for profit organizations, or individuals for the purpose of generating revenue.

Glover Park is the only designated public special event location. By granting permission to use Glover Park, it does not entitle the organization to exclusive use of said facility.

II. APPLICATION INSTRUCTIONS

- A. **Community Special Event Permit Application is intended ONLY for festivals, special events, or race events actively held and requiring the use of Glover Park, with or without street closures, and is greater than 1½ hours in duration.**

**Community Special Events that include an assembly (run, walk, parade, march, etc.) must complete a Parade and Road Race Permit Application. The Marietta Police Department approves the Parade and Road Race Permit Application, NOT the Parks, Recreation & Facilities Department. For a copy of the Parade and Road Race Permit Application and questions, please contact the Marietta Police Department, (770) 794-5338.*

- B. The Parks, Recreation and Facilities Department **must receive the application with processing fee on or before the 2nd Friday in December for special events requiring street closures** to be eligible to be added to the following year's calendar, **others are due sixty (60) days prior to event date.**
- C. Please complete all sections of the application in its entirety. Indicate N/A on any questions that are not applicable to your event. Incomplete applications will not be accepted and returned to the applicant.
- D. Non-refundable \$15.00 processing fee made payable to City of Marietta is due at time application is submitted. Other fees are due after the event is approved or at least sixty (60) days prior to the event.
- E. Insurance liability policy is due no less than thirty (30) days prior to event.
- F. Mail or deliver completed application with non-refundable \$15.00 processing fee made payable to City of Marietta:

City of Marietta
Parks, Recreation, and Facilities Department
Special Events Coordinator
205 Lawrence Street
P.O. Box 609
Marietta, GA 30061

III. APPLICATION REQUIREMENTS CHECKLIST

- ☐ Application is complete in its entirety
- ☐ Non-refundable \$15.00 application processing fee included - checks made payable to City of Marietta **(All other fees are due after the event is approved and 60 days prior to the event.)**
- ☐ City of Marietta Release and Indemnity Agreement signed and dated
- ☐ Event Site Plan indicating placement of tents, tables, inflatables, temporary staging, temporary fencing, generators, food vendors/cooking, alcohol vendors, DJ/musicians, and street closures
- ☐ Event sound check and performance schedule/timeline
- ☐ Agreement letter from business providing portable restrooms
- ☐ Event promotional material
- ☐ Copy of organization's IRS nonprofit determination letter or certificate

IV. COMMUNITY SPECIAL EVENTS GUIDELINES

A. CRITERIA FOR EVALUATION

The criteria for evaluating and scheduling community festivals and special events are as follows:

1. The City of Marietta permits special events for non-profit organizations ONLY. Permission will not be given to businesses, for profit organizations, or individuals for the purpose of generating revenue.
2. The extent to which the event contributes to economic revitalization.
3. The impact and cost of the event on the public health, welfare, and safety. The impact and cost of the event on City support services.
4. The impact of the event on the environment.
5. The frequency of the same or similar event(s).
6. The impact on the surrounding businesses or residences.

B. FEE STRUCTURE

Non-refundable Processing Fee	\$15.00
Security Deposit	\$150.00
User Fee	\$500.00
Additional Staff Member	\$25.00 per person/ per hr. as determined by the city

Fee Payment and Refunds: Checks made payable to City of Marietta

The \$15.00 processing fee is non-refundable and should be included with the application. If the event is approved, all other fees will be due **sixty (60) days** prior to the event. The security deposit will be returned if the Square is left in appropriate order and no damage is reported. Failure to comply will result in loss of deposit and denial of future applications.

Cancellations must be received in writing at least **thirty (30) days** prior to event date. Cancellations less than thirty (30) days of event date will result in the loss of the security deposit and staffing fees.

*Fees may also be assessed for additional city services including, but not limited to, police security, clean-up, maintenance, streets, and traffic. Rates below are for security and equipment rentals:

Glover Park Police Security Levels and Fees:

The level of security will be chosen by the Chief of Police or their designee.

Level One: Consideration for level one may be based on a single street closure or an event that has a very low potential for criminal activity and/or very low concerns for an outside attack.	\$150.00 per hr.
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Level Two: Consideration for level two may be based on two street closures and/or this event has a history of low criminal activity and/or a low concern for an outside attack.	\$350.00 per hr.
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Level Three: Consideration for a level three response may be based on three to four street closures and/or this event has a history of criminal activity and/or drawing large crowds.	\$950.00 per hr.
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Level Four: Consideration for a level four response is based upon the number of street closures and high-profile events such as July 4 th .	\$1,270.00 per hr.
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Equipment Rental Fees: (includes loading, delivery, and pick-up)

Type I Barricade (maximum of 12)	\$20.00 each per day
Type III Barricade (maximum of 15)	\$25.00 each per day
Vertical Panels (maximum of 20)	\$15.00 each per day
Signage/Detour (maximum of 12)	\$35.00 each per day
Variable Message Board (maximum of 2)	\$150.00 each per day
Street Sweeper (includes operator)	\$160.00 each per day

C. RELEASE AND INDEMNITY

Each applicant must execute the attached release and indemnity agreement. Applicants must demonstrate that they are either personally or organizationally responsible for liability; will guarantee orderly behavior; and, will underwrite any damage due to their use of the premises. Liability is assumed by the applicant in regard to any personal or property damage arising out of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

D. INSURANCE

A comprehensive liability insurance policy with at least one million dollars (\$1,000,000) combined single-limit coverage per occurrence for bodily injury and property damage with an endorsement naming the **CITY OF MARIETTA**, specifically and separately, as an additional insured under the policy.

Do not include any specific department or person as the certificate holder. A certificate of insurance is to be provided to the Parks and Recreation Department no less than **thirty (30) days** prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate. The insurance agency must be licensed to do business in the state of Georgia and have a Class B or better rating. The company providing insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation in the policy, the City of Marietta must be notified by certified mail. Samples are attached concerning guidelines for obtaining a certificate of insurance and of the actual insurance certificate.

E. FIRE SAFETY PLAN

Applications for Community Festivals and Special Events will be reviewed by the Marietta Police Department and Marietta Fire and Emergency Services. When a fire official determines that the gathering of persons will impact the provision of public safety services, a plan for the provision of safety services will be prescribed by Marietta Fire and Emergency Services, working with the Marietta Police Department. Applicants will be required to include any additional information required by these departments, including, but not limited to: a layout of the event area including road closures; parking plans; vendor set-up (particularly food concessions); and, the need for law enforcement, fire and emergency medical services. The plan, developed by fire officials, shall be complied with and is enforceable under provisions of the Marietta City Code, Section 2-6-010.

F. FOOD

Any food sales must be included in the application. No cooking or open flames are permitted in Glover Park or outside the park on the sidewalk. All cooking equipment must remain in the street, not on the grass or brick or concrete sidewalk.

In accordance with Article 14 under O.C.G.A §26-2-391 and City of Marietta Code of Ordinances Chapter 10-12 "Cobb County Board of Health and Georgia Department of Human Resources Rules and Regulations" (Ord. No. 5766, 11/12/97, § 1; Ord. No. 6583, 10/8/2003, § 1), serving or selling food items as part of an event must be approved. **An inspection of each participating food vendor by Cobb & Douglas Public Health is required as part of the event.** The process is as follows (**please initial each item**):

1. A Temporary Food Event Organizer Application (*this document is included in this packet*) must be submitted by the event organizer with this Special Event Application to the City of Marietta.

Initials

2. The City of Marietta will send your Temporary Food Event Organizer Application to Cobb & Douglas Public Health on your behalf.

Initials

3. A Nonprofit Sponsored Temporary Food Vendor Information Report (*this document is included in this packet*) **for each food vendor** is due to the City of Marietta **thirty (30) days prior** to the event.

Initials

4. The City of Marietta will send your Nonprofit Sponsored Temporary Food Vendor Information Reports to Cobb & Douglas Public Health on your behalf. **Only food vendors with a Nonprofit Sponsored Temporary Food Vendor Information Report submitted to the City of Marietta thirty (30) days prior to the event will be inspected by Cobb & Douglas Public Health. An inspection of each food vendor by Cobb & Douglas Public Health is required as part of the event.**

Initials

5. Cobb & Douglas Public Health will require you to submit a **\$60.00 per vendor inspection fee** **three (3) weeks prior** to the event. The payment will be sent directly to Cobb & Douglas Public Health, **NOT** to the City of Marietta.

Initials

6. City Staff will conduct an on-site visit with the event organizer to confirm that all participating food vendors have met all requirements. The event organizer will ensure that all participating food vendors have completed an inspection by Cobb & Douglas Public Health and the completed inspection form is visibly posted inside of each food vendor booth.

Initials

7. An approved Special Event Application and inspection by Cobb & Douglas Public Health will allow for the serving and selling of food items as part of your permitted event.

Initials

I have read and understand the food vendor guidelines. I understand that only food vendors with a Nonprofit Sponsored Temporary Food Vendor Information Report submitted to the City of Marietta thirty (30) days prior to the event will be inspected by Cobb & Douglas Public Health and that an inspection of each food vendor by Cobb & Douglas Public Health is required as part of the event. I understand that only food vendors that successfully complete an inspection by Cobb & Douglas Public Health will be allowed to participate and as the event organizer, I will ensure that all food vendors comply with these guidelines.

Event Organizer or Designee Signature: _____

Event Organizer or Designee Printed Name: _____

Event Organizer or Designee Title: _____

Name of Organization: _____

Date: _____

G. LENGTH OF USE

A maximum use of one (1) event or display lasting for no more than three (3) consecutive days per individual group or person is allowed during any six (6) month period. A permit will not be issued to a subsequent group or individual for the purpose of continuing a previously permitted event or display.

H. PROHIBITED PRACTICES

1. Bicycling, skateboarding, roller skating, and roller blading within festival boundary
2. Games of chance, gambling, and raffles
3. Direct solicitation of funds and paid admission
4. Remote, battery, or gas models
5. Fireworks
6. Alcohol - see "Alcohol"
7. An activity or practice that would violate or alter the passive nature within Glover Park, including, but not limited to, cooking, ball, or Frisbee tossing
8. Any activity which violates Federal, State, or City law, code, or policy

I. ALCOHOL

Alcohol consumption is prohibited unless special permission is given by the Mayor and Council in accordance with Marietta City Code Section 10-4-070 - Drinking Prohibited. Any request to serve or sell alcohol must be placed on the City Council's agenda, unless waived per the city code. Street closures are required for serving or selling of alcohol. Serving and selling of alcohol is not permitted inside Glover Park or the adjacent, surrounding sidewalks.

Council meets the 2nd Wednesday of every month and the request must be received by the City Manager's office **six (6) weeks** prior to the Council meeting. It is the event sponsor's responsibility to present the request to the City Council.

J. ALTERATION TO PARKS

Alterations to park facilities including the attachment of decorations, displays, and promotional advertising are prohibited unless written permission has been given from the Director of the Marietta Parks, Recreation, and Facilities Department, or their designee. Construction and installation of special service facilities must be approved in writing **sixty (60) days** prior to the event. Tents (10x10 maximum size) are permitted inside Glover Park, on brick sidewalks only, with approval from the Parks, Recreation, and Facilities Department. Damage to any structure or plant material will be billed to the organization at replacement cost plus labor. *The City reserves the right to regulate the location and method of placement of items or structures in any City park.*

K. PARKING

No vehicles are allowed in Glover Park unless prior approval is given. Request must be made **thirty (30) days** prior to event. Participants must adhere to all parking regulations. Public parking is available at the Cobb County Parking Decks between Cherokee St. and Waddell St. Parking fees may apply. All printed publicity must include a diagram indicating available public parking. Diagrams are available from the Parks and Recreation Department.

L. ELECTRICITY

Specific requirements for the use of electricity must be submitted with the application. Electricity is unavailable without written permission from the Director of the Parks and Recreation Department, or their designee. There are five (5) power boxes behind the stage. Each box contains six (6) 20-amp circuits for a total of 120-amps per box. There are also power sources around the perimeter of the Square.

**The City reserves the right to require an additional charge for electricity based on a per outlet basis and/or full hookup surcharge for staged events.*

M. SANITATION

Fixed trash receptacles are available for event use inside Glover Park. The City can provide additional trash receptacles and liners upon request **thirty (30) days** prior to event. **The event organizer is responsible for complete trash removal during and after the event.** Dumpsters on the square CANNOT be used for special event trash removal. Unless otherwise approved, these dumpsters are strictly and solely for the businesses on the Marietta Square.

It is the organizer's responsibility to make arrangements with the City for additional trash receptacles. Plastic trash can liners will be placed in all existing trash cans prior to the event. It is the event organizer's responsibility to deposit any trash into appropriate trash receptacles following the event to warrant returning the security deposit. Additional trash can liners will be provided by the City to replace the ones emptied in Glover Park. The Parks, Recreation, and Facilities Department will review each application and contact the organizer if the size of the event warrants additional dumpsters. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services.

N. RESTROOM FACILITIES

For any special event or festival two (2) hours or more in length with a minimum of 200 people in attendance, portable toilets are required. One toilet per 200 persons is the ratio to determine the number needed. In compliance with the Americans with Disabilities Act, a minimum of one portable toilet is to be handicap accessible at a 1:10 ratio. It is the coordinator's responsibility to make all arrangements (drop-off and pick-up) and pay any fees. Applications must include an agreement letter from agency providing portable restrooms.

**Portable toilets must be placed in a location specified by the Parks, Recreation, and Facilities Department.*

O. TABLES AND CHAIRS

Tables and chairs are permitted in Glover Park (brick and concrete area only). A layout of the event including the table(s) and chair(s) locations must be submitted with the application. Approval will be given prior to the event. Tables and chairs are NOT provided by the City.

P. SOUND AMPLIFICATION

The City does not provide a sound system and equipment. Intent to use a sound system during the event must be included in the application. Permitted hours for music and/or entertainment: 7:00 a.m. to 11:00 p.m. The City maintains a noise ordinance, Marietta City Code Section 10-1004 - Noise; creating unnecessary noise. Applicants must abide by said ordinance unless waived by the City Council.

Q. EXCEPTIONS

These guidelines may be exempted in whole or part at the discretion of the City Council for City-sanctioned events. A City-sanctioned event is one which is approved by a vote of the mayor and Council or one for which a permit is granted to any department, agency, board or commission of the City of Marietta, the Downtown Marietta Development Authority, the Marietta Welcome Center, the Board of Lights and Water, or the Marietta Housing Authority. Exemptions not already approved by City code, must be approved by a vote of the City Council.

R. DEFINITIONS:

1. **City Support Services** - Services provided by the City to ensure that a community festival or special event is conducted in such a way as to protect the safety, health, property and general and security.
2. **Community Festivals** - A public gathering which involves the use of Glover Park which includes entertainment, music, arts & crafts displays and/or sales, sale of merchandise, food, or any combination which requires the use of city support services over and beyond what the City of Marietta routinely provides under everyday circumstances. Examples of a community festival include Art in the Park, Chalktoberfest, and July 4th Parade. These types of events can include additional support, such as street sweepers, sanitation, police security, street closures, and traffic services.

APPLICANT INFORMATION

Name of Organization:	
Address:	
Phone Number:	
Fax Number:	
Email Address and Website:	
Organization EIN: <i>*Attach copy of IRS nonprofit determination letter or certificate</i>	
Name of Applicant: <i>*Person responsible and on-site day of the event</i>	
Address:	
Phone Number: <i>*Event on-site number</i>	
Email Address:	
Professional Event Organizer:	<i>*List any professional event organizer, promoter, or fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.</i>
Address:	
Phone Number:	

EVENT INFORMATION

Name of Event:	
Event Date and Times: <i>Hourly staff fees will apply from beginning of set up until dismantle is complete.</i>	Event Date(s) _____ Time (start/end) _____ Set Up Date _____ Time (start/end) _____ Dismantle Date _____ Time (start/end) _____
Type of Event:	Check all that apply: <input type="checkbox"/> Festival/Arts Show <input type="checkbox"/> *March/Demonstration/Walk <input type="checkbox"/> *Parade <input type="checkbox"/> Concert/Performance <input type="checkbox"/> *Race (walk/run/bike) <input type="checkbox"/> Other: _____ <i>*Community Special Events that include an assembly (run, walk, parade, march, etc.) must complete a Parade and Road Race Permit Application. The Marietta Police Department approves the Parade and Road Race Permit Application, NOT the Parks, Recreation & Facilities Department. For a copy of the Parade and Road Race Permit Application and questions, please contact the Marietta Police Department, (770) 794-5338.</i>
Description of the Event:	<i>*Describe the purpose of the proposed event.</i>
Location of Event:	Glover Park is the ONLY designated public event location.
Is this a first-year event?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, number of years: _____
Event Attendance:	Projected attendance: _____ Previous year's attendance (if applicable): _____
Event Sponsors:	
Is this a rain or shine event?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, list the rain date(s) and start/end time: _____

SPECIAL PLANNING ITEMS

<p>How do you plan to publicize this event? <i>Attach copies of promotional materials. If not available now, supply as soon as available.</i></p>	<p>Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Websites </div> <div> <input type="checkbox"/> TV <input type="checkbox"/> Internet Calendars <input type="checkbox"/> Other: _____ </div> </div>
<p>Will a banner be hung? <i>ONLY one (1) banner may be hung on the stage. The banner must be delivered to the Parks & Rec city hall office two (2) weeks prior to event. Only city staff is allowed to hang banners. Standard banner size is 4' x 10'.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, wording on the banner:</p> <p>_____</p> <p>_____</p>
<p>Will temporary fencing be used?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what type?</p> <p>_____</p> <p>Location of the fencing: _____</p>
<p>Will temporary staging be used?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, who will construct/dismantle the stage?</p> <p>_____</p> <p>Location of the stage: _____</p>
<p>Will tents or canopies be used? <i>Tents used inside Glover Park must be 10x10 size maximum, set up on the brick walkway only and weighted, not staked to the ground.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, number of tents: _____ Tent Size: _____</p> <p>Location of tents: _____</p> <p>Tent Company Name (if applicable): _____</p>
<p>Will generators be used? <i>If generators are used, Marietta Fire Dept. must approve.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, company name and phone number providing generators:</p> <p>_____</p> <p>Location of generators: _____</p>

ENTERTAINMENT AND RELATED ACTIVITIES

<p>Will there be entertainment or music? <i>Applicants must abide by city noise ordinance unless waived by the City Council.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe all types of entertainment (live band, DJ, theatrical, etc.) and ATTACH a sound check and performance schedule/timeline:</p> <p>_____</p>
<p>Inflatables: <i>Inflatables must be placed on hardscape only.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Name of Company: _____</p> <p>Phone Number: _____</p>
<p>Will any non-food items be sold?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list items with prices (attach another sheet if necessary):</p> <p>_____</p>

FOOD AND ALCOHOL

<p>Will food items be served or sold?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*Please follow the guidelines in this packet to meet the requirements of the inspection processes.</i></p>
<p>Will there be open flames or cooking?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*No cooking or open flames are allowed inside Glover Park or on surrounding sidewalks.</i></p>
<p>Will alcohol be sold/served?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, person named on the beverage license:</p> <p>Name: _____ Phone Number: _____</p> <p><i>*Any request to serve or sell alcohol must be placed on the City Council's agenda and is the event sponsor's responsibility to present the request. See "Alcohol" section in the guidelines of this application for further information.</i></p>

RESTROOM AND SANITATION PLAN

Restrooms: <i>Portable toilets are required for any special event lasting longer than 2 hours. ATTACH agreement letter from agency providing portable restrooms.</i>	Total Number of portable restrooms: _____ Total Number of portable ADA restrooms: _____ Portable Restroom Company: _____ Phone Number: _____
Sanitation:	Who is responsible for clean-up? Name: _____ Address: _____ Phone Number: _____ <i>*Parks, Recreation & Facilities will help you decide if you need an additional dumpster or sanitation truck. You will be responsible for any additional costs.</i>
Will additional trash receptacles and liners be needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? _____

UTILITIES

Will you be using city water?	<input type="checkbox"/> Yes <input type="checkbox"/> No *There are 2 water spigots in the Square. Hoses will be needed for access.
Electrical Needs: <i>There are 5 power boxes behind the stage. Each box contains (6) 20-amp circuits for a total of 120 amps per box. There are also power sources around the perimeter of the Square.</i>	List any electrical needs, being as specific as you can, so we can contact our electrician if necessary.

SECURITY, SAFETY AND STREET CLOSURE PLAN

Marietta Police require their security at events.	<p>There are 4 levels of security based on size/type of event and street closures. Marietta PD decides the level of security after review of this application.</p> <p>The 4 Levels are:</p> <p>1 - \$150.00/hr. 2 - \$350.00/hr. 3 - \$950.00/hr. 4 - \$1,270.00/hr.</p>
Applications will be reviewed by the Marietta PD, Marietta Fire and Emergency Services for a safety plan.	<p>When a fire official determines that the gathering of persons will impact the provision of public safety, a plan for the provisions of safety services will be prescribed by Marietta Fire Department and Emergency Services.</p>
Will your event require any street closures? <i>If yes, application must be received on or before the 2nd Friday in December to be considered for the following calendar year. All street closure requests go to City Council for approval.</i>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what streets are you requesting to close? <i>(Attach another sheet if necessary.)</i></p> <p>Street _____</p> <p>Close Date & Time _____ Reopen Date & Time _____</p> <p>Street _____</p> <p>Close Date & Time _____ Reopen Date & Time _____</p>

FOR PARKS AND RECREATION USE ONLY

Date Received _____ Received By _____

Site Plan _____ Restroom Letter _____ Insurance Rec'd _____ Schedule _____

SE Review _____ DH Review _____

Approved _____ Date _____ Denied _____ Reason: _____

Payments received – date and list PO#

App. Fee _____ Security Deposit _____ Park Use Fee _____

Staff Fee _____ Misc. Charges _____

***APPROVAL OF THIS PERMIT MAY BE WITHDRAWN AT ANY TIME TO COMPLY WITH THE HEALTH DEPARTMENT OR LOCAL CITY REQUIREMENTS RELATED TO COVID-19.**

CITY OF MARIETTA

RELEASE AND INDEMNITY AGREEMENT

In consideration of participation in said special event the undersigned organization/business/group/individual hereby agrees and warrants that they shall release, defend, indemnify and save harmless the City of Marietta, its officers, directors, employees and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, administrators, executors, successors and assigns and agents from any and all costs, expenses, restrictions, claims, demands, suits, actions, proceedings, damages, liabilities, deficiencies, judgments, levies, costs or expenses, including, but not limited to, attorney's fees and expenses of any kind and nature, including, but not by way of limitation, any claim for damages to property or injuries to or death of any person or persons relating to or arising from the special event or related activities, regardless of whether arising from the negligence or wrongful acts, errors or omissions of the City of Marietta. The undersigned further acknowledges that this special event is being offered through the Parks & Recreation Department of the City of Marietta.

Without limiting the generality of the foregoing, the undersigned organization/business/group/individual agrees that they shall reimburse the City of Marietta for legal fees and other costs incurred in the City of Marietta's defense of such claims of litigation. The City of Marietta shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement.

I am aware that participation includes potential risks to me of exposure directly or indirectly arising out of, contributed to or by, or resulting from an outbreak of any communicable disease, including, but not limited to, the virus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)", which is responsible for Coronavirus Disease (COVID-19), and/or any mutation or variation thereof. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

The undersigned organization/business/group/individual acknowledges that the agreement hereby releases and discharges the City of Marietta, its officers, directors, employees and agents, of any and all claims, relating to any bodily and personal injuries or damages to property and the consequences thereof resulting from their participation in the said special event. I do hereby covenant with the City of Marietta that I, my heirs, executors, assigns and transferees will never at any future time sue the City of Marietta for or on account of any claim for damages arising out of my participation in the said special event whether such claims arise by negligence of the City of Marietta, its employees or agents, or by the negligence of any other participant.

It is further agreed and understood that said participation in the special event is not to be construed as an admission of liability and acceptance of assumption of responsibility by the City of Marietta, its officers and members.

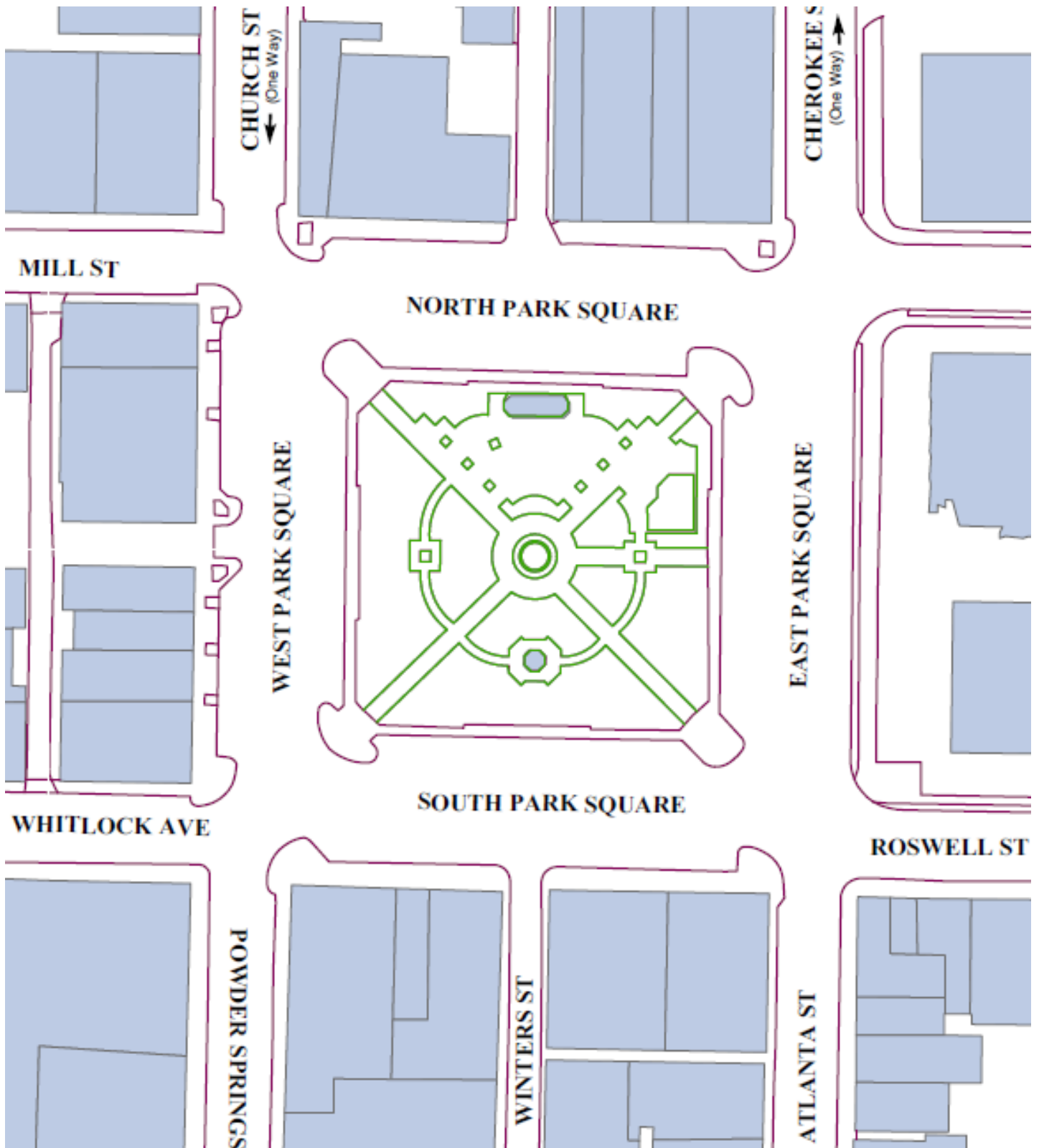
This is the _____ day of _____, 20 _____

NAME OF ORGANIZATION/BUSINESS/GROUP/INDIVIDUAL:

INDIVIDUAL RESPONSIBILITY _____ (Signature)

EVENT SITE PLAN

*Include placement of tents, tables, inflatables, temporary staging, temporary fencing, generators, food vendors/cooking, alcohol vendors, DJ/musicians, and street closures.



CITY OF MARIETTA

GUIDELINES FOR OBTAINING A CERTIFICATE OF INSURANCE

Before your permit can be approved, your organization/company must provide the City with a Certificate of Insurance. Please review the following guidelines to help you obtain a certificate in a form acceptable to the City Attorney.

1. A comprehensive liability insurance policy with endorsement with at least one million (\$1,000,000) combined single-limit coverage per occurrence for bodily injury and property damage shall name the City of Marietta, specifically and separately, as an additional insured under the policy. Please do not include any specific department or person. Effective date of policy is listed on the certificate must cover all dates requested on the permit. The certificate must list the name and the address of the company issuing the policy. Also, the name of the first named insured as it appears on the certificate should be the same name listed on the City permit as organization or company applying for said permit. (See attached for example of certificate.)
2. A separate endorsement page shall be included with the certificate. The endorsement legally modifies the policy to insure the City of Marietta. Consequently, the endorsement must include the City of Marietta under "Name of Person or Organization." (See attached example of an endorsement page.)
3. The insurance company issuing the certificate must have a B rating as listed in A. M. Best's Key Rating Guide for insurance. This book gives an up-to-date rating of all insurance companies. The issuing company as indicated on the certificate must also be licensed to do business in the State of Georgia. Surplus line carriers are not acceptable. The Best's Key Rating Guide also has a section that lists companies and the states they are licensed to do business in. The City also relies on the office of the States Insurance Commissioner concerning companies licensed to do business and the forms of insurance they are authorized to issue.
4. The company providing the insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. The failure to provide or maintain insurance shall be considered a material breach of any permit for which it was issued.
5. An original copy of the certificate of insurance and endorsement must be submitted to the Parks and Recreation Department at least thirty (30) days in advance of your first date of proposed usage. Hand-delivery, mail, email, and fax is acceptable.
6. Once approved, you will be notified. The original certificate and endorsement will remain on file with the City as long as the policy is in effect.
7. If you have questions, please contact the Special Events Coordinator at (770) 794-5606, ezillweger@mariettaga.gov for assistance [Fax (770) 794-5635].

CERTIFICATE OF INSURANCE SAMPLE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED - OWNERS, LESSEES OR
CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

CITY OF MARIETTA

(If no entry appears above, information required to complete this endorsement will be shown in the Declaration s as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

SAMPLE

FOOD SALES COMPLIANCE VERIFICATION

(To be completed the day of the event.)

Any food sales must be included in the City of Marietta Community Special Event Permit Application. No cooking or open flames are permitted in Glover Park or outside the park on the sidewalk. All cooking equipment must remain in the street, not on the grass or brick or concrete sidewalk.

In accordance with Article 14 under O.C.G.A §26-2-391 and City of Marietta Code of Ordinances Chapter 10-12 "Cobb County Board of Health and Georgia Department of Human Resources Rules and Regulations" (Ord. No. 5766, 11/12/97, § 1; Ord. No. 6583, 10/8/2003, § 1), serving or selling food items as part of an event must be approved. An inspection of each participating food vendor by Cobb & Douglas Public Health is required as part of the event. The process is as follows:

1. A Temporary Food Event Organizer Application must be submitted by the event organizer with this Special Event Application to the City of Marietta.
2. The City of Marietta will send your Temporary Food Event Organizer Application to Cobb & Douglas Public Health on your behalf.
3. A Nonprofit Sponsored Temporary Food Vendor Information Report for each food vendor is due to the City of Marietta thirty (30) days prior to the event.
4. The City of Marietta will send your Nonprofit Sponsored Temporary Food Vendor Information Reports to Cobb & Douglas Public Health on your behalf. Only food vendors with a Nonprofit Sponsored Temporary Food Vendor Information Report submitted to the City of Marietta thirty (30) days prior to the event will be inspected by Cobb & Douglas Public Health. An inspection of each food vendor by Cobb & Douglas Public Health is required as part of the event.
5. Cobb & Douglas Public Health will require you to submit a \$60.00 per vendor inspection fee three (3) weeks prior to the event. The payment will be sent directly to Cobb & Douglas Public Health, NOT to the City of Marietta.
6. City Staff will conduct an on-site visit with the event organizer to confirm that all participating food vendors have met all requirements. The event organizer will ensure that all participating food vendors have completed an inspection by Cobb & Douglas Public Health and the completed inspection form is visibly posted inside of each food vendor booth.
7. An approved Special Event Application and inspection by Cobb & Douglas Public Health will allow for the serving and selling of food items as part of your permitted event.

As the event organizer, I have verified and agree that all participating food vendors comply with the food sales guidelines (*guidelines are above as included in the City of Marietta Community Special Event Permit Application*).

Event Organizer or Designee Signature: _____

Event Organizer or Designee Printed Name: _____

Event Organizer or Designee Title: _____

Name of Organization: _____

Name of Event: _____

Date: _____

**COBB &
DOUGLAS PUBLIC
HEALTH FORMS**

Self-Inspection Checklist for Temporary Food Facilities (Nonprofit Sponsored)

PRE-OPENING REQUIREMENTS: COMPLETE BEFORE BEGINNING FOOD PREPARATION / DISTRIBUTION

POTABLE WATER

- ☐ Approved supply of potable water provided
 - Commercially purchased bottled water or municipal water

LIQUID WASTE/OIL DISPOSAL

- ☐ Booth operator has identified an approved location for disposal of liquid waste and oil

FOOD BOOTH STRUCTURE AND OPERATIONS

- ☐ Soundly constructed with overhead protection and large enough to accommodate all food and equipment (no food preparation is allowed outside of booth)
- ☐ Hand wash station is set-up with at least running water and disposable towels
[Recommend liquid soap]
- ☐ **Utensil wash station** is set-up and ready-to-use inside booth consisting of 3 containers large enough to hold largest piece of equipment or utensil
 - Soapy water in 1st container
 - Clean water in 2nd container
 - Sanitizing solution in 3rd container
(i.e. / 1 tablespoon of bleach for each gallon of water)

NOTE: An exception to utensil wash station being required would be to provide enough utensils to swap out at frequent intervals during operation. (At least every 4 hours)

- ☐ All equipment and utensils approved for use
 - Made of safe material and easy-to-clean
 - No galvanized utensils/containers in contact with acidic foods
 - All utensils and cooking equipment are off the floor and inside facility (except grills and deep fat fryers)
- ☐ Live animals not allowed in booth or cooking areas
- ☐ Sanitizing solution for wiping cloths provided
(For example, use 1 tablespoon of unscented bleach for each gallon of water for a concentration of 50-100 PPM chlorine)

FOOD PREPARATION AND HANDLING

- ☐ Food from an approved source – no foods stored or prepared in a private home
- ☐ No open food stored or displayed at service counters

- ☐ **Neither of the following foods prepared without an approved Hazard Control Plan:** Cream-filled pastries, custards, salads containing meat, poultry, eggs or fish
- ☐ All open food stored inside facility and off the floor
- ☐ Calibrated probe-type metal thermometer provided for monitoring internal temperatures of foods requiring time and temperature controlled for safety f
- ☐ Food temperature control:
Enough equipment provided to hold ALL
 - Cold foods at or below 41°F
 - Hot foods at or above 135°F
- ☐ Required minimum cooking temperatures monitored. (pork 145°F, fish 145°F, ground meat 155°F, poultry/stuffed foods/reheat 165°F)
- ☐ Utensils or disposable gloves provided to *minimize* hand/food contact

EMPLOYEE HABITS

- ☐ Employees keep hands clean and wash hands frequently
- ☐ Employees have no open sores or communicable disease(s)
- ☐ All food handlers are wearing clean clothing and hair is restrained, if needed
- ☐ No smoking allowed in food facility or grill/deep-fat fryer area

POSTINGS

- ☐ Self-inspection checklist visibly posted inside booth

SIGNATURE OF BOOTH OPERATOR COMPLETING CHECKLIST:

DATE:

*Checklist provided by the Center for Environmental Health,
Cobb & Douglas Public Health to assist with food safety
compliance*

CobbandDouglasPublicHealth.org



Georgia Department of Public Health Temporary Food Event Organizer Application



Organizer's Name:					Organizer's Phone:		
Organizer's Address:							
Please include suite #	Street Name and #	Suite	City	State	Zip Code		
Organizer's E-mail Address:							
Property Owner's Name:				Property Owner's Phone:			
Onsite Coordinator's Name (if different from Organizer):				Onsite Coordinator's Phone (if different from Organizer):			
Event Name:							
Event Address:							
Please include suite #	Street Name and #	Suite	City	Zip Code			
Set Up Date:		Set Up Time:					
Event Begin Date:		Event Begin Time:					
Event End Date:		Event End Time:					
Number of food service vendors expected:							
Expected number of patrons (total):			Expected average of patrons per day:				

If event is longer than one (1) day, please provide your operating schedule

It will be the organizer's and / or property owner's responsibility to ensure that only vendors permitted by this department shall participate in the event.

Any unauthorized or unpermitted vendor found participating in an event shall be charged with a violation of this rule, and ordered by the organizer or property owner to leave the event premises.

WATER SUPPLY

1. What will be the source of approved potable water? (Check all that apply)

- ☐ Public water system ☐ Drilled well that meets EPD Drinking Water Standards (attach test results)
- ☐ Vendor is completely responsible for their own water supplies ☐ Bulk commercial supply (bottled) ☐ Onsite water faucet
- ☐ Onsite direct water connection (trailer inlet) Other: _____

2. Source of bottled water (both individual bottle and bulk supply)? _____

TOILET FACILITIES: If adequate permanent bathroom facilities are not provided, it is the responsibility of the event organizer to ensure that a sufficient number of portable sanitation units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and property owners are also responsible for ensuring that all portable sanitation units are serviced at least once during every seven days, or more frequently if usage requires. Review the brochure entitled *Portable Sanitation: Information for Event Organizer and Construction Site Owners*, pages 6 – 7 of the application document, for requirements.

1. What will be used for toilet facilities at the event? (Check all that apply)

- ☐ Central supplied facilities ☐ Portable toilets

2. Will alcoholic beverages be served?

- ☐ Yes ☐ No **REMINDER: If Yes, the number of portable toilet facilities required must be increased by 25% of the base number.**

3. Will general public handwashing facilities with soap and running water be available after toilet use? (Highly recommended to reduce public health risks of disease outbreaks.)

- ☐ Yes ☐ No

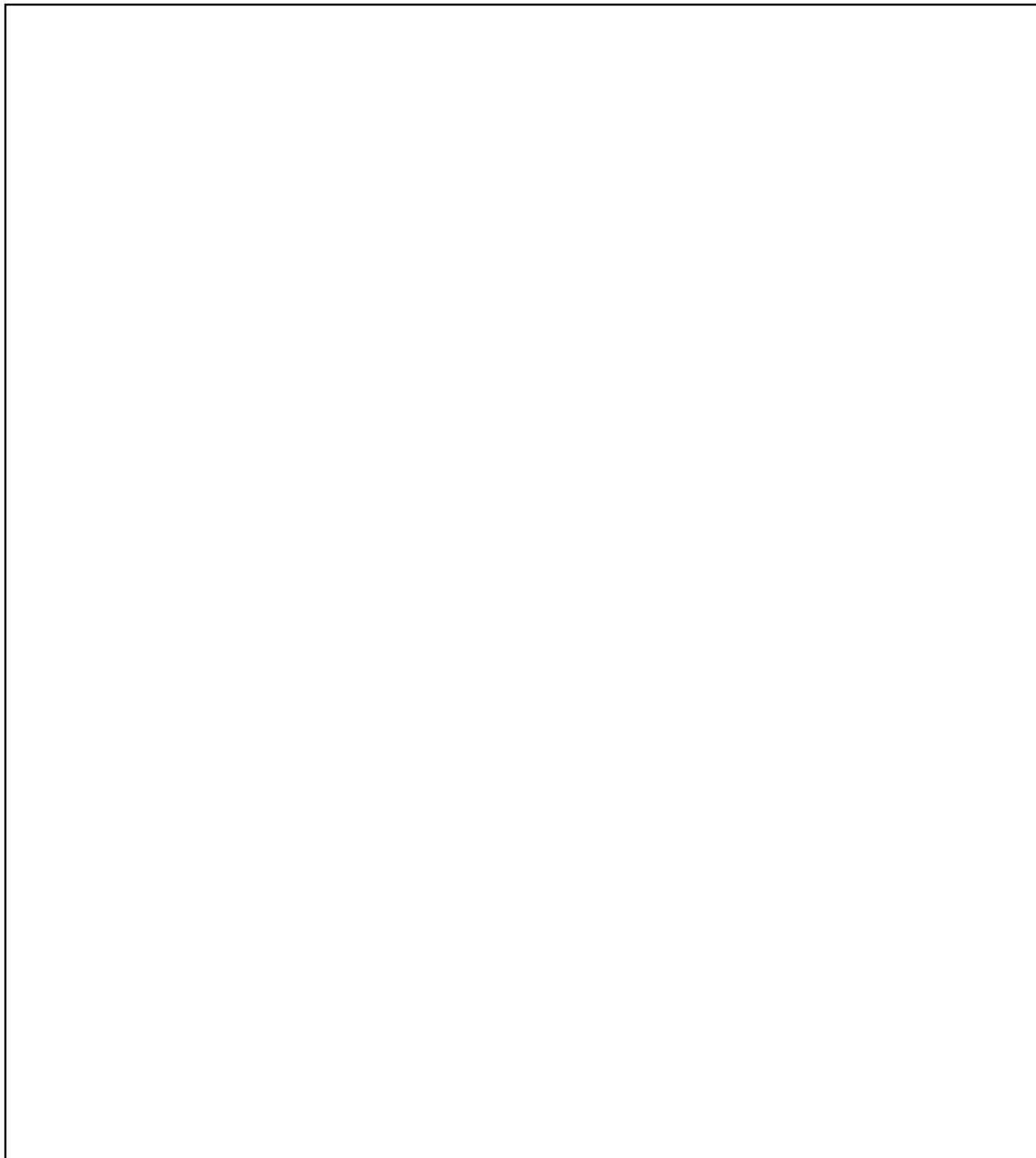
WASTE DISPOSAL (Solid and Liquid)

1. What type of container(s) will be used for solid waste disposal at the event?

2. How will you dispose of liquid waste? (e.g. grease from fryers, catch basins / water waste tanks from food vendors, portable toilet pump outs, etc.)

3. How often will the solid and liquid wastes be removed and by whom?

GENERAL SITE PLAN: In the space below, or on a separate page, please provide a generalized site plan depicting the locations of the food vendors, toilet facilities, general public handwashing facilities (if provided), solid and liquid waste containers, animal enclosures, walkways, roads through the event, etc. and approximate distances. Please indicate if the pathways / roadways through and around the event are paved or unpaved.

A large, empty rectangular box with a thin black border, intended for the user to draw a generalized site plan. The box occupies the majority of the page area below the instructions.

ATTACHMENT A – LIST OF FOOD VENDORS

[illegible]

Attach additional pages if needed

STATEMENT: I hereby certify that the above information and any attached forms and documents are correct, and I fully understand that in accordance with DPH Rule 511-61-1.08(2)(a)4(i) through (iii), and DPH Chapter 511-3-6, I am responsible for the following:

- a. At least 30 days prior to the event / celebration, I will provide to the Local Health Authority a list of food vendors who will be allowed in the temporary event / celebration; and
- b. To ensure that only vendors permitted by the Local Health Authority are allowed to participate in the temporary event / celebration; and
- c. To require any unauthorized or unpermitted food vendor found participating in the event to immediately leave the event premises; and
- d. To ensure a sufficient number of portable sanitation units are available onsite (if central toilet units are not available or not sufficient) to prevent a prohibited discharge of sewage or cause a public health nuisance; and
- e. To ensure all portable sanitation units are serviced at least once every seven days, or more frequently, if usage requires.

Additionally, I understand that non-compliance with the requirements listed above are considered to be violations of DPH Chapter 511-6-1 and DPH Chapter 511-3-6, and I may be subject to legal action as deemed necessary by the Local Health Authority.

Organizer's Signature: _____

Date: _____

NOTE: Pages 6-7 of the Temporary Food Event Organizer Application are for reference only and are not included in this packet. To view these pages, please visit <https://www.cobbanddouglaspublichealth.com/environmental-health/food-services/food-service-applications-information/>

Only food vendors with a Nonprofit Sponsored Temporary Food Vendor Information Report submitted to the City of Marietta thirty (30) days prior to the event will be inspected by Cobb & Douglas Public Health. An inspection of each food vendor by Cobb & Douglas Public Health is required as part of the event.



Nonprofit Sponsored Temporary Food Vendor Information Record

Health department inspections of nonprofit/municipality/county sponsored temporary food events operating 120 hours or less are conducted at the request of the municipality/county government of jurisdiction. Please complete this record to the best of your ability to assist with proper assessment.

Inspection fee: \$60 per food vendor

Date						DHD #					
Event Name:						Event Location:					
Event Organizer:						Organizer Phone #:					
Date(s) of Operation:						Daily Hours of Operation:					
Booth Name:											
Person in charge of booth:						Phone #:					
E-mail of person in charge:											
Representative / Agent:						Phone #:					
Representative / Agent Address:											
Include suite #	Street # and Name		Suite		City		State		Zip Code		
E-mail of Representative / Agent:											

The undersigned hereby agrees to comply with the requirements to operate a Nonprofit Temporary Food Service pursuant to the O.C.G.A. 26-2-391.

	
Vendor Signature	Date

Item #	** List All Foods / Beverages and Ingredients	Where Purchased	Onsite Prep Yes / No If NO, where?	Thawing	Holding Temps (Cold / Hot)	Cooking Temps	Reheating Temps

**** Due to the increased risk of food borne illness, the preparation of the following is prohibited unless an established hazard control program has been implemented per O.C.G.A. 26-2-391: (1) pastries filled with cream or synthetic cream; (2) custards; (3) salads containing meat, poultry, eggs, or fish; (4) Products similar to products stated in #1 and #2. **Attach Hazard Control Program documentation for review if planning to serve one or more of these items.**

1. How will foodhandler's hands be washed? (i.e.) a hand sink or large container with a spigot for holding water with a catch bucket below

2. How will food be protected from contamination by hands?

3. What type container will be used for solid waste disposal in the food facility?

4. How will liquid waste / grease be disposed of?

5. How will food be protected from flies and other environmental contamination? (e.g. use of screened tent)